



PROSPER TOGETHER MULTI ACADEMY TRUST

BUSINESS CONTINUITY PLAN

DATE
OCT 2023

PREPARED BY
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BUSINESS CONTINUITY PLAN

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1. Introduction

1.1 This Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- Individual school fire evacuation plan (the operation of which does not necessarily activate the BCP).
- Individual school lockdown procedures.
- School specific emergency response and business continuity plan (appended).

1.2 The plan sets out the Trust's approach for planning to and responding to major incidents which affect the continuity of the Trust's business and safety of pupils and staff.

1.3 This Business Continuity Plan (BCP) aims to:

- Detail the agreed response to an emergency.
- Detail key roles and responsibilities
- Define and prioritise the critical functions of the service area.
- Analyse the emergency risks to those services.
- Identify key contacts during an emergency.
- Maintain critical service delivery.
- Provide guidance for managers and staff who need to manage an incident.

2. Scope

2.1 It is not possible to write a plan for every possible disruption/scenario that the Trust may face, however an incident will generally lead to one or more of the following:

- Inability to carry out daily / critical activities.
- Loss of life or serious injury to a pupil, staff member or a visitor.
- Loss of the whole or part of a school building.
- Loss of IT systems.
- Loss of staff.
- Loss of a critical supplier.

3. General Information

3.1 Review and Training

This document should be reviewed annually by School Leadership Teams and the Trust Board. Training on evacuation procedures should be carried out in each school termly.

3.2 Associated Documents/information

Associated Documents include:

- Fire Evacuation Plans
- Fire Risk Assessment
- Severe Weather Guidance
- Health and Safety, including Asbestos Management
- COSHH Register, where applicable
- Remote Learning Procedures

These documents should be backed up electronically and be accessible in hard format.

3.3 Emergency Contact Information

An emergency information pack is kept at reception and includes:

- Copies of this document.
- Contact phone numbers, including the LA Solihull Updates, local radio stations, details of access to communication media by school/trust (for example, websites, Text Messaging, Dojo, social media).
- Local Services - Medical Centre/Hospital/GP surgery, Local Police Station, Local Fire Station.
- Contact number for list of key organisations.
- Access to staff and pupil data with contact details that can be accessed by printed copy / online.
- Details of staff with the ability to remote access information stored on the Trust IT network.
- Details of staff with access to Corporate Multi-Pay (Purchase) Cards.

4. Strategy

4.1 If a disaster is declared by a Head Teacher or their designated deputy, the Business Continuity Plan will be activated and the CEO / COFO informed immediately (see Appendix A).

4.2 The **School's Emergency Response and Business Continuity Plan** is provided at **Appendix B**.

4.3 Staff communication will be via email, and the website if this is operable, or by use of the Trust's telephone system. Other media such as text messaging, whatsapp and software (eg. staff comms on parentmail) may also be utilised as applicable to each school.

4.4 The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible, as applicable:

- Director of Children's Services (SMBC)
- Health and Safety Advisors
- Health and Safety Executive (HSE)
- Local Police
- Local Fire Service
- Public Health England
- Insurance Team (SMBC)
- Catering Team (SMBC)
- Service Suppliers (Gas, Electricity and Water)
- CSW Resilience Team

4.5 Incident Management:

This is the first stage of response, where the number one priority is to protect human welfare i.e. checking everyone is safe and evacuating if required.

If circumstances allow, staff might be involved in retrieving vital equipment, but should only do this if it is safe to do so and as directed by the person(s) managing the response.

4.6 Critical Functions and Recovery Response:

In the event of a disruption, some functions are more essential than others and would need to be back up and running more quickly. The school specific plan includes a Critical Function

Analysis and Recovery Resources Assessment that tries to identify how quickly certain key functions need to be back up and running after a major incident.

5. Roles and Responsibilities

5.1 Head Teacher (HT) or their nominated Deputy:

The HT is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the appropriate people if the disaster relates to the built environment or the ICT infrastructure to establish if/when the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, parents/carers, LA, Academies Team at DFE, press)
- Maintaining the school specific BCP in an up-to-date format for review after the incident has ended.

5.2 School Emergency Response Team (SERT):

Led by the Head Teacher, the School Emergency Response Team will include all members of the SLT, the Facilities/Site Manager and either the COFO or CEO. Additional members of the team will be recruited to match the specific needs of the incident.

The SERT is responsible for acting under the direction of the Head Teacher (or their Deputy) to restore normal conditions as soon as possible.

All decisions and subsequent actions are to be logged (Appendix C) in order to have a record of events and communication made to support services.

5.3 Staff:

Staff are required to co-operate with the SERT in support of the Business Continuity Plan. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

5.4 CSW Resilience Team:

Even though there is an emergency, some issues or possible solutions may be outside of the authority normally granted to Trust Leaders or of such significance that a local area response is demanded. If this is the case, the CEO or COFO must inform the Coventry, Solihull and Warwickshire Resilience Team.

6. Procedure for Closing the School

6.1 Closure in advance of a school day

The school can be closed in advance of a normal school day using the following system:

- Closure authorised by the Head Teacher or their Deputy in liaison with the CEO.
- Notification of the closure using text messaging and email to parents and staff, use of other media as applicable to the school.
- Recording the closure on the home page of the school website, along with information on re-opening.
- Notification to other organisations and planned visitors, including catering and agency staff.
- Notification to Solihull Updates and local media.

6.2 Closure during a school day

It is never a preferred option to close the school during a school day, but it can be done using the following procedures:

- Closure authorised by the Head Teacher or their Deputy in liaison with the CEO.
- Notification of the school closure by text, email and, where applicable, telephone calls to parents/carers.
- Telephone calls should be made from telephone lines or school mobile phones that enable the main school number to remain free for parents/carers to contact the school.
- Pupils will continue to be supervised by staff until they are collected by an adult with parental permission to do so.
- Notification of the school closure using the website.
- Notification to other organisations and planned visitors, including catering and agency staff.

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the academy to be closed with immediate effect, children will assemble at the primary assembly points. If these are not usable staff will escort children to the secondary assembly points. These assembly points are named in the school specific appendix.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, children will be escorted a safe area where they can be collected. This is usually another named school that has been pre-arranged and is listed in the school specific appendix.

7. Lockdown Procedure

7.1 There may be circumstances where the academy may wish to lock itself in, to secure staff and children from an outside threat. This circumstance is described as a 'lockdown'.

7.2 If a lockdown is declared, it will be authorised by the Head Teacher or their Deputy:

- Each school will have an agreed, local signal for 'lockdown'.
- Messages can also be displayed on staff computer screens and/or by a code word on public address (tannoy) systems.
- All staff will remain in classrooms and keep children calm and away from windows and doors.
- All children in external lessons (eg. PE, Forest school) will be advised to return to an agreed location in the main building.
- If the lockdown requires an immediate urgent response a 'lockdown' alarm sound may be used.

Detailed individual Academy lockdown procedures are included in the school specific plan.

8. Business Recovery in the Event of a Loss of Buildings or Site

8.1 General

In the event of building unavailability, the school should be covered under their insurance

policy for reinstatement costs and temporary accommodation costs. The Local Authority, as landlord, should be notified immediately of loss of building or site.
Temporary working facilities are the responsibility of the Trust for which it holds insurance.

8.2 Insurance

All schools are insured through Zurich Insurance co-ordinated through the Local Authority. Insurance claims/renewal arrangements will be overseen by the COFO.

8.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. Statutory responsibilities will be prioritised (i.e. delivery of education), over non-statutory services e.g. community and extended facilities. The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Erecting additional buildings on current sites will usually be the preferred solution.

If there is a short-term immediate need for accommodation, possible solutions within the Trust may be considered, for such as statutory tests conducted in another Trust school building within reasonable distance.

8.4 Remote Learning

Arrangements for pupils to access remote learning should be initiated as soon as possible.

9. Pandemic Threat / Mass Staff Unavailability

9.1 Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious. Where applicable advice will be sought from Public Health and Central Government.

9.2 In the event of mass staff illness, the SERT will consider safe staffing ratios, and may reduce the number of groups able to be taught, prioritising key groups e.g. Year 6 / vulnerable children, or if insufficient staff are available, it may be forced to close the school to children using the procedures described above and initiating remote learning.

10. Adverse Weather and Flood Risk

10.1 Schools should follow BCP procedures in the event of adverse weather-related damage on the school premises or within the local area which may affect the normal running of the school.

10.2 Preventative action should be taken where the risk of adverse weather damage to the school premises is raised, e.g. Gritting, sand bags, securing outdoor equipment, to reduce the need for activation of BCP procedures.

10.3 Notification of severe weather incidents and actual or potential flooding could come from a variety of sources, such as:

- Environment Agency Flood Alert / Flood Warning / Severe Flood Warning.
- Reports of actual flooding.
- Met Office severe weather reports.

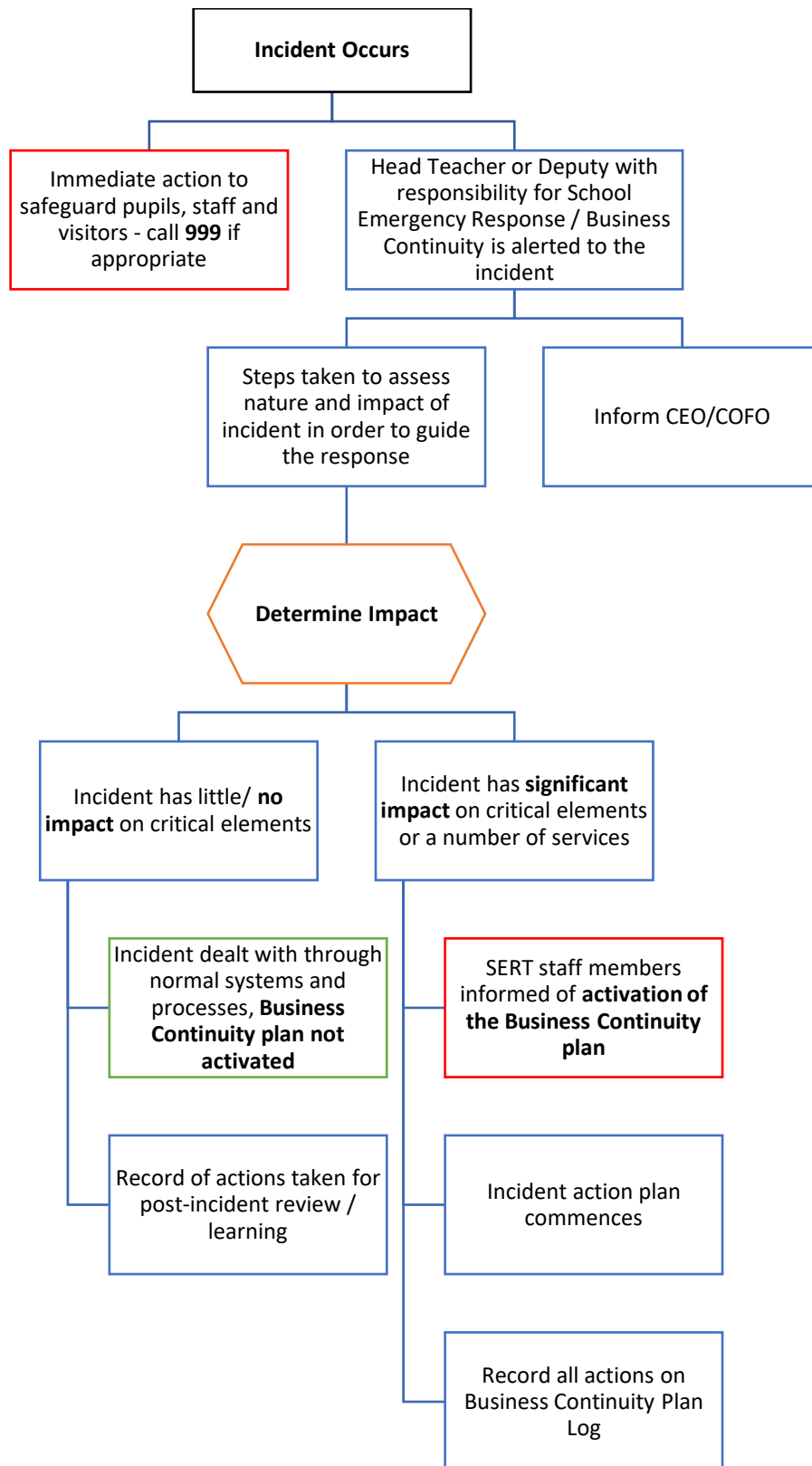
11. Review and Monitoring

11.1 The BCP will be reviewed by Trustees annually or following a review due to an incident.

11.2 School specific plans will be reviewed by the Local Governing Board annually. The school SLT should aim to review every six months or following a review due to an incident or change in key staff or critical third-party organisations (e.g. utilities provider, MIS software).

11.3 The COFO is responsible for reviewing the Trust level Critical Function Analysis and Recovery Response Assessment. This should be reviewed by the CEO every six months or following a review due to an incident or change in key staff or critical third-party organisations (e.g. insurance provider, Finance software).

Business Continuity Plan Flowchart



SCHOOL SPECIFIC EMERGENCY RESPONSE AND BUSINESS CONTINUITY PLAN

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Contact Details Guidance

In order for this plan to be effectively managed it will need to contain personal contact details of all relevant staff. The following guidance is provided to assist in ensuring that only necessary personal information is contained with this plan.

Employees:

- Contact details related to work emails, phone numbers or mobile phones can be included.
- Contact details related to personal emails, home addresses and home or personal mobile phones should only be included if:
 - a. These details are considered necessary in order for the plan to be activated.
 - b. The employee has been consulted and has agreed to their inclusion.

Employees who need to be contacted on activation of this plan will need to:

- a. Be informed of the information being included.
- b. Consent to the information being included.
- c. Be advised who will have access to this information.

Other Organisations / Individuals:

- Publicly held information can be included.
- Out of hours contact details can be included, where provided by the organisation as part of the service.
- Other contact details for emergency planning, with the consent of the organisation / individual, with the explicit permission of the organisation / individual, in accordance with Data Protection policies and procedures.